



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street
San Francisco, CA 94105-3901

Stacy Dixon
Chairman
Susanville Indian Rancheria
745 Joaquin Street
Susanville, California 96130

APR 21 2015

The U.S. Environmental Protection Agency Region 9 is pleased to announce the availability of financial assistance as follows:

APPLICATION DUE DATE: MAY 26 2015

TYPE: AMENDMENT to current grant # BG-97998913

PROGRAM TITLE: Performance Partnership Grant (PPG)

STATUTORY AUTHORITY: Appropriation Act of 1996 (PL-104-134)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO.: 66.605
(A complete single application and final workplan must be submitted using grants.gov.)

DELEGATION OF AUTHORITY: 1-101 Performance Partnership Grants

FEDERAL FUNDS AVAILABLE and
REQUIRED NON-FEDERAL MATCH:

PROGRAM (Sample)	Federal Amount Available	Required Match* (*Based on Total Project Cost)	TOTAL
CWA-106 (Water Pollution Control)	\$65,000	\$3,421	\$68,421
CWA-319 (Non-point Source) - BASE - COMPETITIVE	\$30,000	\$1,579	\$31,579
General Assistance Program (GAP) - CORE - SUPPLEMENTAL: *SWT 0.0625 FTE	\$129,885 \$2,365	0%	\$132,250 (1)
TOTAL:	\$227,250	\$5,000	\$232,250

Please submit the additional information requested as follows:

1) Revised workplan components and budget for GAP based on EPA comments attached to this guidance letter. In a separate budget and workplan, please include \$2,365 as supplemental funding for your program. If additional GAP funds become available and your requests are approved, some or all of your supplemental requests may be awarded.

2) A separate correspondence from the CWA Project Officer, Tiffany Eastman, will be sent following this guidance letter with information on changes (if any) to be made to the proposed CWA 106 and/or 319 base workplan activities for the final grant application.

A complete single application with one workplan and budget reflecting the above comments must be submitted by the due date indicated. In completing your application, enter the Catalog of Federal Assistance Number (CFDA) for PPGs – 66.605 – in box #11 on SF-424A application form, not the CFDA for any of the individual grant programs going into the PPG.

Effective **February 17, 2015**, EPA grant applicants must use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly recommended that EPA applicants complete their registration on grants.gov now. Also, your organization's registration in SAM.gov must be active to utilize Grants.gov. If it appears that the grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact support@grants.gov or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2 on grants.gov instructions and Attachment 3 on Region 9 Guidance Information for Applicants (or go to <http://www.epa.gov/region9/funding/information.html>) for additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

Since there may have been changes to various EPA assistance regulations, please remember to obtain a copy of the Code of Federal Regulations, Title 40, Parts 1-49. This CFR is updated every July 1 and includes the Chapter I, Subchapter B, which are regulations applicable to your cooperative agreement. The CFR is available through the internet at the following address: <http://www.epa.gov/region09/funding/before.html>.

Questions regarding the application or administrative/fiscal matters should be referred to Elizabeth Armour, of the EPA Region 9 Grants Management Office, at (415) 972-415-947-4264 or armour.elizabeth@epa.gov. Please contact your Project Officer, Destinee Cooper at (415) 972-3790 or cooper.destinee@epa.gov regarding programmatic questions (e.g. development of final PPG workplan).

Sincerely,



Laura M. Ebbert
Manager
Tribal Section

Attachment

1. GAP workplan comments
2. Grants.gov Instructions Guide
3. Region 9 Guidance information for Applicants

cc: Meredith Gosejohan, Administrative Contact (with workplan comments)

GAP 2015-2016 Work Plan Comments

Susanville Indian Rancheria

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in GAP Online in December 2014. Please ensure that these comments are addressed in your final GAP work plan in GAP Online.

General Definitions and References

1. The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.
 - 2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity
<http://www.epa.gov/region9/funding/pdfs/tribal-gap/r9-gap-guidance.pdf>
 - GAP Act (<http://www.epa.gov/Indian/pdfs/4368b.pdf>)
 - 2015 GAP Grant Notification (<http://www.epa.gov/region09/funding/tribal-gap.html>)
 - EPA Strategic Plan (<http://www2.epa.gov/planandbudget/strategicplan>)
2. Please ensure that the total work plan Estimated Component Costs add up to the total approved budget amount indicated in the cover letter, and that the total work plan Estimated Work Years adds up to the total number of approved personnel funded under GAP. I have attached a document entitled "Component Cost and Work Years Guidance" that will help you to correctly identify Component Costs and Work Years to comply with this request.
3. Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan. The Greening Grants Policy includes an attachment which describes many useful green practices. The policy furthers the objectives of EPA's 2011-15 Strategic Plan. The link to Greening Grant Policy is on the Region 9 Website Homepage, <http://www.epa.gov/region9/funding/greening-grants.html>
4. **Regarding Indirect Costs:**
For Fixed/Carry forward Tribal IDC rates:
 - EPA may allow IDC costs to be budgeted for grants when indirect costs rates have been approved within the preceding three fiscal years. When IDC rates are not current at the time of the grant award, a term and condition will be used to require the Tribe to notify EPA and refund any overfunded amounts.
5. The proposed FY2016 work plan includes a component to develop an ETEP. The Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia was finalized in May 2013. This document also contains the Guidebook for Building Tribal Environmental Program Capacity (Appendix I). Attached is an example work plan component for the development of an ETEP. Please ensure that your ETEP component minimally includes the information contained in this sample work plan component. For additional assistance, please contact your Project Officer.

BUDGET COMMENTS

At this time, I am setting aside \$129,885 of funding to support your GAP for one year. The total tentative award for your GAP is \$132,250.

In a separate budget and workplan, please include \$2,365 as supplemental funding for your program. If additional GAP funds become available and your requests are approved, some or all of your supplemental requests may be awarded. This additional funding is associated with the Solid Waste Technician's 0.0625 FTE as a one-time activity for the purpose of finalizing the ISWMP and the recycling plan.

The Tribe's interim FFRs have been reviewed. EPA has determined that the Susanville Indian Rancheria has unliquidated obligations under the current grant. According to our records, the Tribe has approximately \$30,000 of funds left in their grant as of September 30, 2014. This balance, along with the \$132,250 of new tentative GAP funding outlined in the previous paragraph, will provide the Tribe with \$162,250 to support GAP workplan activities from October 1, 2015 through September 30, 2016. Although your SF-424 Budget Summary should reflect only the \$132,250 of new tentative funding to the Tribe, please prepare a budget breakdown showing how the entire \$162,250 will be utilized. To avoid confusion with how much new funding the Tribe will be receiving, please ensure the budget breakdown is not provided on a SF-424 form. A sample budget breakdown, showing how new funds and unspent grant funds should be combined into a single budget breakdown, is provided in the attachment entitled "Work Plan Comments."

An increase in the Non-Point Source Tech's time from 0.365 to 0.48 FTE was approved as a permanent increase to the total FTE for GAP. This brings the total core FTE of the Tribe to 1.745.

The Tribe is approved for \$4,000 in travel funds. If additional travel funds are needed, please contact your GAP project officer to discuss using the Owens Valley Travel Fund.

The Tribe was approved for \$1,000 of supplies.

The Tribe had listed "Local travel and other training" in the Travel and Training line item of the budget. As the Other cost category included vehicle gas, the local travel and other training in Travel and Training was not approved.

WORK PLAN COMMENTS

Component 3: Trainings, Meetings, and Workshops

Please include what the Tribe's training priorities are as part of the long-term outcomes of this component.

3.2: The portion of this commitment's description related to ETEP trainings should be moved to Component 5.

Please clarify how the Tribe plans to both attend ISWM training while also finalizing the ISWMP. This clarification can be provided in this commitment or in component 11.

Component 5: Tribal Environmental Inventory/Environmental Plan and ETEP

Enclosed is the ETEP work plan component template. If you have developed a recent environmental inventory, please inform your Project Officer and delete that commitment from the component. If you have questions about the other commitments, please contact your Project Officer.

The ETEP requirements are outlined in the National GAP Guidance on pages 13-19. Below is information about the Tribal Environmental Plan that will be part of the ETEP.

Tribal Environmental Plan

The GAP Guidance states the following about the content of the TEP:

Tribal governments should include environmental program priorities for their community in this section of the ETEP. For each priority, the following detail should be included: (1) short description of the priority; (2) the Tribe's long-term environmental program development goals that help to address or support the priority; (3) intermediate program development milestones the tribal government would like to meet during the time period of the ETEP; (4) the Tribe's plans to manage authorized environmental programs; and (5) any type of assistance (training, technical assistance, EPA direct implementation actions, financial, etc.) that may be needed. This information should be discussed between the Tribe and EPA regional office staff to identify any connections between the Tribe's priorities and the implementation of the federal environmental programs, and to identify potential EPA assistance that could be provided to help the tribe accomplish the proposed actions.

EPA recognizes that the Tribal Environmental Plan is a tribal document that represents the issues of importance to the Tribe; the TEP can cover a range of issues including environmental impacts that may occur off the reservation, but impact the Tribe or tribal interests.

The TEP will help guide EPA and Tribal work in the future. As the GAP Guidance states, future approvable GAP workplans will be based on the contents of the TEP. Please include an appendix section where the tribal priorities each have a program indicator from the GAP Guidance and Guidebook.

Component 8: Household Hazardous Waste Collection

8.1: As an ISWMP has not been approved, this commitment is not yet an allowable activity. Our records show that the Tribe is drafting an Integrated Solid Waste Management Plan, and the Plan is not yet approved by the Tribe's government. Per the grant in which this plan was funded, deliverables must include a copy of the final document signed or approved by the Tribal Council. Completing the ISWMP is critical step in the creation of a sustainable waste management program, which helps identify and organize waste management priorities for the Tribe. Prior to undertaking solid waste activities proposed in this workplan, the ISWMP must be completed and approved in this fiscal year. The Region 9 Tribal Solid Waste Team is available to provide technical assistance and a comprehensive review of the ISWMP.

Component Cost and Work Years Guidance

Applications must include estimated component cost and associated work years. At present, Tribes are providing estimated costs that do not, when added together, equal the total budget request and budgeted FTE supplied with the work plan.

Suggested instructions for Tribes:

Estimated Component Costs should, when added together, equal the total budgeted amount. Two suggested ways to arrive at numbers that are equal:

- 1) Evaluate the relative *percentage* of financial resources each work plan task will take, each task being some percentage of 100; multiply that percentage by the total budgeted cost to get the estimated cost per component.

	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	45%	30%	100%
Cost:	\$ 29,319	\$ 52,774	\$ 35,183	\$ 117,275

- 2) Alternately, as an addendum to calculation of the Total Program Budget, add columns wherein the contribution of each component to the total budget is calculated, and total component budgets across budget categories, applying indirect costs if applicable, personnel costs, and fringe. This "estimate" leans more toward accurate budget numbers.

Category	TOTAL	Component 1	Component 2	Component 3
(FTE)	1.5	0.375	0.6	0.525
Personnel	\$ 55,000	\$ 13,750	\$ 22,000	\$ 19,250
Fringe	\$ 18,150	4,537.50	7,260.00	6,352.50
Supplies	\$ 5,000	500	4100	400
Travel	\$ 5,000	4200	800	0
Equipment	\$ -	0	0	0
Contractual	\$ 15,000	4000	8000	3000
Subtotal	\$ 98,150	\$ 26,988	\$ 42,160	\$ 29,003
Base for Indirect	\$ 83,150	\$ 22,988	\$ 34,160	\$ 26,003
Indirect	\$ 19,125	\$ 5,287	\$ 7,857	\$ 5,981
Total	\$117,275	\$ 32,275	\$ 50,017	\$ 34,983

Estimated Component work years should, when added together, equal the total budgeted FTE for the program. One work year is equal to 2,080 personnel hours. A work year is also known as a full time equivalent (FTE), since it is based on a full time job; 40 hours per week * 52 weeks per year = 2,080 hours per year.

Two suggested ways to arrive at numbers that are equal:

- 1) Evaluate the relative *percentage* of staffing resources each work plan component will require, each component being some percentage of 100; multiply the percentage for each component by the total requested FTE to arrive at the estimated FTE per component.

staffing	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	40%	35%	100%
Cost:	0.38	0.60	0.53	1.50

- 2) Alternately, when calculating the budget in the detailed manner for the Estimated Component Cost, take the FTE applied to each component and use that value to represent the estimated component FTE.

EPA-Tribal Environmental Plan (ETEP) Component & Commitment Template

Component 1: EPA-Tribal Environmental Plan

Description	Developing (or updating) a joint environmental protection plan that identifies long-range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities.
Long-Term Outcome	Achievement of numerous goals and objectives that will be outlined in the ETEP.
Measures	B.5.1, B.2.5
Intermediate Outcomes	Development of a plan that articulates Tribal goals and objectives, and EPA assistance.
Estimated Component Cost	
Estimated Work Year (FTE)	
EPA Program Coding	

Commitment 1.1

Description	Develop (or update) a Tribal Environmental Plan (TEP) based on information identified in the baseline needs assessment. The document will describe where the tribe is headed and where the tribe has been. Where applicable, the Guidebook indicators will be reviewed and incorporated into the TEP to chart a path for the Tribe under GAP for the next four years. The draft TEP will be distributed to Council and EPA for comment and feedback. EPA will help tribes engage with relevant media contacts for specific media areas, as warranted.
Estimated Cost	
End Date	12/31/2015
Positions	
Outputs and Deliverables	A copy of the draft TEP with Council and EPA comments will be submitted to EPA. Tribe will also submit zip codes to Project Officer on or before 12/31/2015.

Commitment 1.2

Description	Seek Council approval for final TEP.
Estimated Cost	
End Date	3/30/16
Positions	
Outputs and Deliverables	A copy of the final TEP and Council approval resolution will be submitted to EPA.

Commitment 1.3

Description	Receive from EPA an articulated list of roles and responsibilities (aka Areas of Involvement) to be included in the final Joint EPA Tribal Environmental Plan (ETEP). Proposed EPA roles and responsibilities will focus on assistance that falls under the purview of EPA authorities or within the Agency's technical capabilities. The Environmental Office will distribute the document to the Council and request their review and feedback.
Estimated Cost	
End Date	1/30/16
Positions	
Outputs and Deliverables	A summary of when comments were provided to EPA regarding the Agency's areas of involvement will be provided in quarterly reports.

Commitment 1.4

Description	EPA will provide a list of regulated facilities to be reviewed by the Tribe and included in the final ETEP.
Estimated Cost	
End Date	1/30/16
Positions	
Outputs and Deliverables	A summary of when comments were provided to EPA regarding the Agency's areas of involvement will be provided in quarterly reports.

Commitment 1.5

Description	The Tribe and EPA will collaborate on a cover memo to be signed by both parties that identifies areas where EPA's and the Tribe's goals align – areas where we will be working together to accomplish mutual interests.
Estimated Cost	
End Date	9/30/2016
Positions	
Outputs and Deliverables	The Tribe and EPA will have a signed cover memo for the ETEP.

Commitment 1.6

Description	The final ETEP will be an assembled based on information completed in Commitments 1.1 – 1.5 or a narrative document that incorporates the contents of items 1-5 into a cohesive text.
Estimated Cost	
End Date	9/30/2016
Positions	
Outputs and Deliverables	Either the assembled four-section document or narrative document will be on file with EPA.

EPA Region 9 - Grants.gov Instructions Guide

(March 2015)

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<http://www.grants.gov/web/grants/applicants/organization-registration.html>

To Access and Download Grant Application Package go to:

<http://www.grants.gov/web/grants/applicants/download-application-package.html>

1. Funding Opportunity Number (FON).

- A. **Competitive Programs:** Refer to the competitive solicitation for the applicable FON. Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- B. **Non-Competitive Discretionary Programs:** Obtain FON from your EPA Point of Contact (POC). Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- C. **Continuing Environmental Programs (CEPs):** The list of available CFDA numbers for CEPs have been divided between two FONs. The two FONs used to access the application packages are **EPA-CEP-01** and **EPA-CEP-02**. Refer to the following Attachment to determine which FON your CFDA is published under. Applicant will enter this into the "Funding Opportunity Number" field to locate the packages.

The screenshot shows a web form with three input fields and a button. The first field is labeled 'CFDA Number:' with a small '(#)' to its right. The second field is labeled 'Funding Opportunity Number:' with a small '(C)' to its right. The third field is labeled 'Funding Opportunity Competition ID:' with a small '(C)' to its right. An arrow points from the left towards the 'Funding Opportunity Number' field. Below the third field is a button labeled 'Download Package'.

2. Download the package associated with CFDA 66.XXX.

- 3. **Complete the Grant Application Package.** Attach the forms and information required by your particular program. **Contact your EPA POC if you have questions about which forms and materials you must submit for your program.**
- 4. **Submit your application.** Go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> for more information on this process.
- 5. **Confirm with your EPA POC** that EPA has received your application package. **If for ANY reason you cannot submit your application by the deadline specified, contact your EPA POC immediately.**

For FAQs, User Guides, Checklists, Training and Technical Support, visit the Grants.gov Applicant Resource page at <http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Technical Questions or Issues? Please call (1-800-518-4726) or email (support@grants.gov) the Grants.gov Contact Center (<http://www.grants.gov/web/grants/about/contact-us.html>). Help is available 24 hours a day, 7 days a week.

Grants.gov Instructions Guide

Continuing Environmental Programs (CEPs)

(EPA Mandatory Grant Programs)

ATTACHMENT

CFDAs Under EPA-CEP-01

66.001	Air Pollution Control Program Support
66.032	State Indoor Radon Grants
66.034	Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act
66.038	Training, Investigations, and Special Purpose Activities of Federally-Recognized Indian Tribes Consistent With the Clean Air Act (CAA), Tribal Sovereignty and the Protection and Management of Air Quality
66.040	State Clean Diesel Grant Program This program contains Recovery Act funding.
66.042	Temporally Integrated Monitoring of Ecosystems (TIME) and Long-Term Monitoring (LTM) Program
66.121	Puget Sound Protection and Restoration: Tribal Implementation Assistance Program
66.124	Coastal Wetlands Planning Protection and Restoration Act
66.125	Lake Pontchartrain Basin Restoration Program (PRP)
66.202	Congressionally Mandated Projects
66.418	Construction Grants for Wastewater Treatment Works This program contains Recovery Act funding.
66.419	Water Pollution Control State, Interstate, and Tribal Program Support
66.432	State Public Water System Supervision
66.433	State Underground Water Source Protection
66.437	Long Island Sound Program
66.454	Water Quality Management Planning This program contains Recovery Act funding.
66.456	National Estuary Program
66.458	Capitalization Grants for Clean Water State Revolving Funds This program contains Recovery Act funding.
66.460	Nonpoint Source Implementation Grants
66.466	Chesapeake Bay Program
66.468	Capitalization Grants for Drinking Water State Revolving Funds This program contains Recovery Act funding.
66.469	Great Lakes Program
66.472	Beach Monitoring and Notification Program Implementation Grants
66.473	Direct Implementation Tribal Cooperative Agreements
66.481	Lake Champlain Basin Program
66.482	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants For Clean Water State Revolving Funds
66.483	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants for Drinking Water State Revolving Funds
66.508	Senior Environmental Employment Program This program contains Recovery Act funding.
66.517	Regional Applied Research Efforts (RARE)
66.518	State Senior Environmental Employment Program
66.600	Environmental Protection Consolidated Grants for the Insular Areas - Program Support
66.605	Performance Partnership Grants

CFDAs Under EPA-CEP-02

66.700	Consolidated Pesticide Enforcement Cooperative Agreements
66.701	Toxic Substances Compliance Monitoring Cooperative Agreements
66.707	TSCA Title IV State Lead Grants Certification of Lead-Based Paint Professionals
66.714	Regional Agricultural IPM Grants
66.801	Hazardous Waste Management State Program Support
66.802	Superfund State, Political Subdivision, and Indian Tribe Site-Specific Cooperative Agreements This program contains Recovery Act funding.
66.804	Underground Storage Tank Prevention, Detection and Compliance Program
66.805	Leaking Underground Storage Tank Trust Fund Corrective Action Program This program contains Recovery Act funding.
66.808	Solid Waste Management Assistance Grants
66.809	Superfund State and Indian Tribe Core Program Cooperative Agreements
66.817	State and Tribal Response Program Grants
66.819	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Leaking Underground Storage Tank Trust Fund Corrective Action Program
66.926	Indian Environmental General Assistance Program (GAP)
66.931	International Financial Assistance Projects Sponsored by the Office of International and Tribal Affairs

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CFDA Number:	<input type="text"/>	(#
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- 2. **Download the package** associated with CFDA 66.XXX.
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